

Membership Guidelines of the Society of Dermatology SkinCare Specialists (SDSS)

ARTICLE I - NAME

The name of this organization is the **Society of Dermatology SkinCare Specialists** hereinafter referred to as the SDSS.

ARTICLE II- OFFICES

The principal office for the transaction of the activities and affairs of SDSS will be the office of the Executive Director/CEO of the SDSS.

ARTICLE III - PURPOSE & MISSION STATEMENT

The SDSS is a voluntary organization that aims to develop and foster the highest standards of skincare in the dermatology setting. Through education and research the SDSS will develop national standards and provide a forum of learning for those working in dermatology skincare practices. The organization will facilitate open communication amongst its members and also act as a resource and support system for its members. The SDSS will promote the profession of dermatology skincare through interdisciplinary collaboration and by acting as a resource about the profession for other health care professionals.

ARTICLE- IV - MEMBERSHIP CLASSIFICATIONS

SECTION 1

- a) **SkinCare Specialist Member.** A SkinCare Specialist Member shall be a person who is a licensed cosmetologist or licensed esthetician or other skincare specialist working with a board certified, board eligible Dermatologist.
- b) **Associate Member.** An Associate Member shall be an individual, supportive of the purpose of the SDSS and who is involved or interested in the skin care of the dermatology patient, but does not work with a board certified, board eligible Dermatologist.
- c) **Corporate Member.** Corporate Members shall be individuals or organizations interested in supporting the purposes of SDSS.

SECTION 2 - VOTING RIGHTS OF MEMBERS, PARTICIPATION AT MEETINGS

In the case of a required vote, only the SkinCare Specialist Member Classification will have voting rights. The Executive Director will maintain a roster of official representatives. Dues must be current at time of vote.

SECTION 3 - QUOROM AT MEETINGS

The SkinCare Specialists in attendance at the meeting will be considered sufficient quorum.

SECTION 4 - TITLE USE

- a) The name Society of Dermatology SkinCare Specialists (SDSS)/ its logos, and the initials SDSS, may be used in any articles, on business cards or websites, etc. by current SDSS members in reference to their status as a member only. Any such use shall be made in an ethical manner and shall reflect appropriate discretion.

SECTION 5 - FEES, DUES AND ASSESSMENTS

- a) Membership dues shall be reviewed annually. Special fees and/or assessments may be levied from time to time as required for the purposes of the Organization.

ARTICLE V - CHARITABLE CONTRIBUTIONS

SECTION 1 - LEGISLATIVE FUNDS

Contributions can be accepted from members or any individual or organization, which wishes to support the purposes of the SDSS.

SECTION 2 - SCHOLARSHIP FUNDS

Contributions can be accepted from members or any individual or organization, which wishes to support the purposes of the SDSS.

SECTION 3 - MISCELLANEOUS FUNDS

As deemed necessary by the Executive Director. Contributions can be accepted from members or any individual or organization, which wishes to support the purposes of the SDSS.

ARTICLE VI - DISCIPLINARY AND GRIEVANCE PROCEDURES

SECTION 1 - DISCIPLINARY PROCEDURES

- a) The SDSS may terminate and/or deny any membership or membership renewal at any time for any reason.
- b) Should any member: 1) be charged with misconduct and/or failure to practice their profession in accordance with the principles and standards set forth in the NCEA Code of Ethics; or 2) be accused of using his/her membership in SDSS for fraudulent purposes; said member shall be informed in writing of the charges made against him/her and shall be granted the privilege of presenting a written defense to the SDSS. The SDSS shall review the evidence presented and render a decision based upon the evidence available.
- c) In the event the SDSS determines that a member has violated the principles of the NCEA Code of Ethics, has been convicted of a moral offense or felony by a governmental authority, is guilty of misconduct unbecoming an SDSS member, and/or is in default in payment of membership dues, said member's membership shall be revoked and such member shall be denied all rights and privileges of membership in SDSS. Upon demand of the SDSS or its designee, said member shall surrender to SDSS all membership certificates, documents, and various other member materials.
- d) It shall be deemed a violation for any individual whose membership in SDSS has been revoked or who is not currently a paid member in good standing to wear, use, display or advertise the SDSS logo, certificate, member card or claim membership in SDSS. Any such violations may be subject to legal action.
- e) Decisions of the SDSS are considered final.

SECTION 2 - GRIEVANCE PROCEDURES

- a) Complaints alleging a violation of conduct or NCEA Code of Ethics by a member must be submitted in writing to the SDSS. Such written complaint shall be signed by the complainant and shall state fully in as precise a manner as possible the facts surrounding the acts considered to be violations, and the nature and extent of the alleged violations. A grievance may be initiated by any member or by the SDSS. Any member of the public may file a complaint by writing the SDSS.
- b) All documents and findings of the proceedings involving disciplinary procedures shall be kept strictly confidential in order to protect the rights of the accused, unless ordered released by a court of law.
- c) A member against whom a grievance has been submitted shall be informed in writing of such grievance by the SDSS by certified mail, return receipt requested, sent within thirty (30) days of receipt of said complaint.
- d) The SDSS may at any time communicate with a member against whom a grievance/complaint has been filed, the person who filed said grievance/complaint, or both, in order to determine whether the matter can be resolved among the parties without further SDSS involvement. In the event the matter can be resolved between the parties pursuant to mediation by the SDSS or its designee, the SDSS shall withdraw the grievance and close the matter.
- e) Decisions of the SDSS are considered final.

ARTICLE VII - EXECUTIVE DIRECTOR

The Executive Director will be the Chief Executive Officer of the Organization and shall be responsible for; ensuring that the objectives of the Organization are carried out, for maintaining general direction and control of the affairs of the Organization, and supervising the implementation of the policies and programs. Without limiting the generality of the foregoing, the Executive Director, shall be responsible for the Organizations activities and recommending policies and programs, calling Meetings of members of the Organization, and executing all deeds, documents and instruments which require the CEO's signature

ARTICLE VIII - FISCAL YEAR

The Fiscal Year of the Organization shall be January 1st through December 31st of each year.